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FSA-2291
(12-31-07)

U.S. DEPARTMENT OF AGRICULTURE
Farm Service Agency

LENDER'S PROCESSING CHECKLIST

1. Applicant's Name	2. Identification Number
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Lenders may use this checklist to ensure that all required documents have been obtained.

PART A - APPLICATION

Standard Eligible Lenders: *All of the following information, if applicable, must be submitted to FSA and also retained in your files.*

CLP Lenders: *Please submit Items 3 through 8 and retain the rest of the documentation in your files.*

3.	FSA-2211, Application for Guarantee.
4.	Narrative.
5.	Balance Sheet.
6.	Cash Flow Budget.
7.	Description and the location of land to be farmed. <i>(May be covered in loan narrative.)</i>
8.	Entity Information. For entity applicants, please include each member's: <ul style="list-style-type: none">- Name- Address- Social Security or Tax Identification Number- Percentage of ownership of entity- Personal balance sheet (not over 90 days old at the time of filing the application) for each member.
9.	Credit report or other information concerning an applicant's credit history.
10.	Environmental Information. In some cases, FSA may require additional information to complete an environmental review. FSA will notify the lender of the information that is needed.
11.	Lender's Servicing Plan. Your plan for providing any supervision and management assistance to the applicant. <i>(May be covered in the loan narrative.)</i>

The information below is only required for loans of \$125,000 or more.

12.	Proposed loan agreements <i>(may be covered in the loan narrative)</i> .
13.	Verification of all debts over \$1,000.
14.	Verification of non-farm income.
15.	Applicant's production history for the past 3 years. <i>(SEL only)</i>
16.	Applicant's financial history for the past 3 years <i>(include balance sheets and income/expense history or tax returns)</i> .
17.	Construction or development documents <i>(if applicable)</i> .

If Interest Assistance is requested, please include: (ALL LENDERS)

18.	A proposed debt repayment schedule.
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In addition, please ensure:

19.	The applicant has a current AD-1026, Highly Erodible Land and Wetland Conservation Certification, on file with FSA.
20.	Any relationships which may cause an actual or potential conflict of interest have been disclosed to FSA.

PART B - ACCEPTING THE CONDITIONAL COMMITMENT

<ul style="list-style-type: none">- FSA will notify you within 5 days whether any items are still needed to complete an application.- When the application is approved and funds have been obligated, FSA will issue FSA-2232, Conditional Commitment.	
21.	Execute Part D of FSA-2232, Conditional Commitment, and return the original document to FSA.

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PART C - CLOSING	
	22. If you have accepted FSA's approval conditions as indicated in Part B of the Conditional Commitment, you may proceed with loan closing.
	23. Submit the following to FSA: <u>All loans:</u> A. FSA-2236, Guaranteed Loan Closing Report.
	B. FSA-2233, Lender Certification.
	C. Copy of the executed Promissory Note.
	<u>If applicable:</u> D. Guarantee fee, if required.
	E. FSA-2221, Interest Assistance Agreement, if Interest Assistance has been granted.
	F. Copy of appraisal (Standard Eligible Lenders only).
	G. FSA-2201, Lender's Agreement, if one has not already been executed.
PART D - ISSUING THE GUARANTEE	
	24. If the above documents are in order, you will then receive FSA-2235, Loan Guarantee, from FSA.
	25. Attach the Promissory Note to FSA-2235 and retain in your files.
26. REMARKS	